

# **TOWN OF CABLE**

## **ROAD AND PROPERTY FOREMAN**

### **Job Description**

#### **Distinguishing Characteristics:**

An employee in this class is responsible for supervising and providing leadership to the Road Patrolmen with regards to equipment operations in the construction, repair, and maintenance of Town of Cable roadways and properties. The work involves completion for projects assigned with the most cost effective result by coordinating the Road Patrolmen, operating the equipment and utilizing materials.

#### **Duties:**

- Make daily work assignments for Road Patrolmen.
- Plan, direct and participate in the work of equipment operators and maintenance workers in the construction, repair, and maintenance of roadways.
- Arrange training for self and Road Patrolmen for road maintenance, snow plowing, MSHAW and other appropriate training.
- Coordinate the use of equipment and materials used in road maintenance projects.
- Routinely inspect roads, culverts and ditches, right of ways, markings and signs for maintenance requirements.
- Coordinate and provide oversight for traffic control, worksite safety and proper use of equipment, signage and centerline activities.
- Maintain accurate records of equipment hours, Road Patrolmen hours, and time and materials used for projects.
- Review and evaluate the work performance of Road Patrolmen and recommend appointments, promotions, discharges, suspensions and transfers.
- Supervises and enforce all safety regulations and practices.
- Report on all maintenance projects in progress to the Board.
- Operate motorized road maintenance as required.
- Plan, direct and participate in routine maintenance of town equipment.
- Routinely monitor all Town buildings and properties.
- Plan, direct and participate in all operations of the Cemetery, Parks, Public Landings, "Village" and other Town properties.
- Any other duties as assigned by the Board.

#### **Minimum Qualifications:**

Must possess and maintain a Wisconsin CDL license with appropriate class and endorsement. Must possess a high school diploma or GED certification. Two years of experience performing tasks in area of assignments is desired but not required.

## **Knowledge Requirements:**

- Must have considerable knowledge of methods, materials and equipment used in construction, repair and maintenance of roads.
- Have a basic understanding in building construction including carpentry, plumbing and electrical.
- Have knowledge on writing specifications for equipment and trucks.
- Have a basic understanding or experience in writing grants.
- Must have working knowledge of methods and techniques for organizing work projects, making assignments and assuring that the goals of the project are completed satisfactorily.
- Communicate effectively with regulatory departments such as the DOT, DNR, County Sheriff's office, the National Park Service, and the County Highway Commissioner.
- Working knowledge of federal, state and local regulations pertaining to functions of the highway department and any related activities.
- Operate and effectively supervise the operation of motorized road maintenance equipment.
- Have basic math skills to utilize all units of measure to calculate volumes, material yields, and material spread/flow rates.
- Have Mechanical and fabrication knowledge including welding experience.
- Utilize surveying equipment for setting grades and collection of preliminary data for improvement activities.
- Create and follow Highway budget.
- Effectively utilize a computer and have basic knowledge of Microsoft Word and Excel for assigned tasks including tracking project costs related to the department budget.
- Understanding of WISLR and PASER programs for accurate map approval, addition/deletion of roads on maps and road ratings.
- Maintain accurate records and prepare and submit oral and written reports and correspondence.
- Read and comprehend instructions, correspondence and memos.
- Have knowledge of the principles and techniques of supervision through training or experience.
- Establish and maintain effective working relationships with subordinates and the Board to accomplish tasks using teamwork.
- Effectively supervise the work of subordinates by providing leadership and setting a positive example.
- Effectively implement oral and written instructions.
- Effectively present information in one-on-one and small group situations to employees.
- Perform overtime call-out procedures for after hour work such as windfalls and snow plowing.
- Resolve employee problems as the delegated authority.
- Ability to make decisions based on sound judgment and logical common sense approach.
- Ability to respectfully, courteously, and effectively communicate by written or verbal communication with the general public and Board.

**Physical Activities:**

Must have the ability to:

- Safely lift up to 50 pounds and occasionally up to 100 pounds.
- Frequently stand, walk, sit, bend, stoop, reach and climb.
- Work in varied environmental conditions including temperature extremes, varied air quality and exposure to construction materials and fumes.
- Work for extended hours during periods of inclement weather.
- Pass a post offer physical examination.
- Be subject to Random Drug screening

The above list is not to be construed as an exhaustive statement of physical requirements.

**Working Conditions:**

- Infrequent exposure to adverse environmental conditions, as well as some moderately loud noise from mechanical or electrical tools and equipment.
- Hazards: Limited exposure to injury in toxic roadway constructions and maintenance materials.

**Certificates or Licenses**

- Must possess and maintain a valid Wisconsin CDL license with appropriate class and endorsement. Maintain other certificates and licenses as deemed necessary by the Board.